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Commissioner

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STATE OF NEW HAMPSHIRE
DEPARTMENT OF HEALTH AND HUMAN SERVICES
DIVISION OF LONG TERM SUPPORTS AND SERVICES
BUREAU OF DEVELOPMENTAL SERVICES

105 PLEASANT STREET, CONCORD, NH 03301
603-271-5034 1-800-852-3345 Ext. 5034
Fax: 603-271-5166 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

LSS Trust Funds Process
(Updated 2-2019)

Funds are available **only** to former residents of Laconia State School (LSS) for the following purposes only:

- Dental work, \$5,000 lifetime cap;
 - Transportation, \$200 yearly cap;
 - Clothing, \$200/year cap;
 - Home equipment and repair, \$1,000/yearly cap;
 - Education, \$ 500 yearly cap; and
 - Adaptive durable medical equipment (including hearing aids), \$5,000 lifetime cap
- I. For those individuals receiving Area Agency Services, the following process shall be followed:
- a. Individual / guardian / representative makes request to the Area Agency
 - b. The Area Agency, if in agreement with the request, forwards the signed request form and any and all documentation for the request (quote, receipts, justification) to their Bureau of Developmental Services (BDS) Regional Liaison by uploading documents to eStudio under AA-BDS Data Transfer in the LSS folder located within their regional folder.
 - c. The Liaison will review and:
 - i. Either approve and forward to the BDS Financial Administrator, or
 - ii. Request additional information, or
 - iii. Deny the request, clearly documenting the reason for the denial.
 - d. The BDS Financial Administrator will review and process, and if approved, will send to the Treasurer, who will then make payment directly to the indicated payee.

- II. For those individuals who are not receiving Area Agency Services, the following process shall be followed:
 - a. Individual / guardian / representative makes request to the Bureau of Developmental Services by mailing request to: Administrative Assistant, Bureau of Developmental Services, 105 Pleasant Street, Concord, NH 03301 or by fax at 603-271-5166.
 - b. The Administrative Assistant will review and:
 - i. Either approve and forward to the BDS Bureau Chief, or
 - ii. Request additional information, or
 - iii. Deny the request, clearly documenting the reason for the denial.
 - c. The BDS Bureau Chief, will review and process, based on the recommendation above. If approved, forward to the BDS Financial Administrator.
 - d. The BDS Financial Administrator will review and process, and if approved, will send to the Treasurer, who will then make payment directly to the indicated payee.
- III. All requests must include itemized documentation (receipts, quotes, justifications). For items that are to be reimbursed, a receipt must be provided.
- IV. All yearly caps are based on State Fiscal Year.